

1 **Town of Greenville, New Hampshire**
2 **Planning Board**
3 **Minutes**
4 **Thursday, November 19, 2015**

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6 The Greenville Planning Board met on **Thursday, November 19, 2015** in the Town Hall, 46 Main Street,
7 Greenville, NH 03048.

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9 *In attendance were Ted de Winter, Chairman; Edward White; Scott Tenney; Douglas A. Reardon, Ex-*
10 *Officio & Town Administrator Kelley Collins. Also in attendance was the Planning Board's new minute*
11 *taker, Debra Butcher. The Board welcomed her.*

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13 Chairman de Winter called the meeting to order at 7:00 pm.

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15 **Minutes:**

16 Chairman de Winter questioned whether the Board had any additions and/or corrections to the
17 minutes of October 22, 2015. E. White provided two corrections to the discussion concerning the
18 Greenville Recycling LLC plan. A motion was made by Scott Tenney, seconded by E. White to approve
19 the minutes as amended. Motion carried unanimously.

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21 **Hemlock Hills – Escrow Account:**

22 The Board reviewed the escrow account. Chairman de Winter questioned whether \$45 per month was
23 correct. D. Reardon stated that they have been chipping away at the balance. K. Collins stated that
24 they submitted \$5,000 dollars and went through the line items spent through the current calendar
25 year. She said that the Ransmeier & Spellman account has submitted invoices and she wanted the
26 Board to be aware of the account balance on the escrow account. She stated that she also submitted
27 the escrow account for Greenville Recycling for the Board's review as they received a check yesterday
28 for \$7,000, however, they have not received a bill from Keach-Nordstrom Associates as yet. She said
29 once they receive that bill, it will be paid and she believes that will be around \$2500.

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31 Chairman de Winter stated that unless the Board waives the Hemlock Hill escrow, there will be no
32 action tonight. He asked whether it should be left alone. The Board members agreed.

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34 **Item 1: Continuance of Public Hearing with Fieldstone Land Consultants to discuss Greenville**
35 **Recycling LLC project on Blanch Farm Road (Map 1, Lot 44-2) for a construction debris recycling**
36 **facility.**

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38 K. Collins reported that she received notification today from Chad Brannon, P. E. that his applicant
39 wished to continue the meeting for this application to the next scheduled meeting date. The Board
40 discussed dates in December. Dates were offered. K. Collins instructed the Board to vote to continue
41 the public hearing to a date certain in order to continue the public hearing. After a brief discussion on

meeting dates, E. White motioned to continue the public hearing to December 10, 2015 at 7:00 pm, seconded by S. Tenney. Motion carried unanimously.

Master Plan Update:

K. Collins stated that the Board needs to schedule a date to meet with Lisa Murphy, Senior Planner, Southwest Region Planning Commission regarding the Master Plan Update. She stated that Lisa would like to get on the Board's agenda sometime in December and would need approximately one hour. S. Tenney recommended that the Board schedule a working session for this purpose. The Board agreed to schedule a working session on December 17, 2015 at 7:00 pm. Chairman de Winter questioned whether this needed to be on the agenda and noticed. K. Collins stated "yes" because it's a public hearing.

Item 2: Review and discuss receipt of an application from Ms. Kosinski of Dunster Avenue, LLC (Antiques Mall of Greenville) for a minor site plan for change of use from Commercial Zoning to Commercial/Residential Use.

Chairman de Winter began by stating that the applicant wishes to have her application fees waived as she felt that there was a misunderstanding when the actual application was submitted and she paid all fees required. Chairman de Winter stated that if the Board agreed, a motion would be needed to waive her application fees.

D. Reardon questioned why the Board would consider this. Ms. Kosinski stated that the Planning Board accepted her application as complete last year. She said that they had a meeting in February, however, she never received a copy of the minutes in a timely fashion despite several attempts to the Selectmen's office. She said when she did get the minutes, it was too late for her to submit modified plans.

K. Collins stated that the plans were never submitted and the "draft" minutes were available in her office. She said that the applicant wanted approved minutes. She cited the RSA 91 that states that the draft minutes are the legal minutes until the minutes are adopted by the Board and were in the book.

Ms. Kosinski stated that she requested the minutes in writing and in person in Town Hall. K. Collins stated that she requested minutes from Pam who was no longer employed by the Town for 4 or 5 months. Ms. Kosinski disagreed and stated that she made a minutes request directly to K. Collins and there no minutes available so she could get Monadnock Survey started on her plans.

K. Collins stated that she never submitted a plan to the Board. Ms. Kosinski stated that she did submit a plan (hand drawn) and the Board accepted it as complete. S. Tenney stated that he remembers the hand drawn plans and the Board expressed concern about the mixed use at that time. Chairman de Winter remembered the Board asking for the plans to be measured by someone licensed to do so and at that time, they were not.

D. Reardon questioned what actions should be taken by the Board. K. Collins stated that the only item before the Board would be to waive the application fees because the Board cannot hear the plans as it

has not been noticed. K. Collins stated that new fees were required for public hearing notices to be sent out to abutters as well as a notice in the local newspaper. She said that the Board never continued the public hearing in March. S. Tenney stated that now the Board needs to treat this as a new application.

K. Collins added that in total, the applicant needed to pay \$263 which included a site plan review by the Board. S. Tenney stated that if the Board votes to waive the fees, the costs would need to come out of the Board's budget. K. Collins stated that it would also set a precedent. Ms. Kosinski stated that she asked for minutes so she could provide accurate information.

After a lengthy discussion, Ms. Kosinski agreed to pay for the application. K. Collins instructed her to complete the Planning Board application and submit the check to her office.

Dawn Tuomala, P.E. of Monadnock Survey questioned whether the Board could hear the plans on a conceptual basis only. The Board agreed. She presented conceptual design plans.

Discussion followed regarding the layout of the proposed use utilizing a kitchen on the first floor. The Board felt that if that was the layout she wanted to pursue, it would need to be reviewed and approved by the Zoning Board of Adjustment for a variance to have any portion of residential area on the first floor. S. Tenney stated that if she pursues this, she would have multiple units and it would need to comply with the building code accordingly. It was suggested that there be a joint meeting of the Planning & ZBA.

The Board requested that the plans be submitted to Town Counsel for his review. More discussion occurred regarding the kitchen being built on the first or second floor. S. Tenney stated that a building permit would need to be applied for to construct the kitchen.

It was determined that because the applicant will construct the kitchen on the second floor, a variance to the ZBA would no longer be necessary. K. Collins asked whether the applicant needed to come back to the Planning Board or was that even necessary if it met current zoning. S. Tenney stated that it does need Planning Board approval due to a change in use.

Adjournment:

S. Tenney motioned to adjourn at 8:00 pm, Chairman de Winter seconded. Motion passed unanimously.

NEXT MEETING: December 10, 2015 at 7:00 pm.

Respectfully Submitted, Debra A. Butcher/Planning Board Minute Taker

Approved by:



Ted de Winter/Chairperson

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131 Edward White

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134 Scott Tenney

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137 Jonathan Bouley/Absent

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140 Douglas A. Reardon/Ex-Officio